



Summer 2013 Newsletter

Fleet Management Services

June 2013

Introducing Our New Plug-In Electric Vehicle in the Montpelier Motor Pool



In an effort to further the State's goals to reduce greenhouse gas emissions and decrease use of petroleum-based fuels, Fleet Management Services (FMS) has launched pilot initiative that features a plug-in hybrid electric vehicle (PHEV).

The new Toyota Prius plug-in hybrid electric vehicle will be available in Montpelier for State business travel through the State Fleet motor pool program. To maximize fuel savings, the plug-in hybrid electric vehicle will be matched to travel reservations best utilizing its electric battery range or when mid-trip charging access is available.

The Toyota Prius plug-in hybrid electric vehicle EPA fuel economy rating is 95 miles per gallon (gasoline equivalent) in all-electric mode and a combined city/highway rating of 50 miles per gallon in hybrid mode.

This pilot vehicle will allow the State to collect "real world" performance data. This data will help to determine under what conditions future integration in the State fleet is recommended.

When not in use, the plug-in hybrid electric vehicle will be parked at the newly installed charging station located at the entrance of Governor Aiken Avenue in Montpelier. This charging station is capable of charging two plug-in electric vehicles simultaneously. While one space will be reserved for the Fleet vehicle, the other space is available for public use.

If you have any questions or comments about the plug-in hybrid electric vehicle, please contact Fleet Management Services at (802) 828-3821.

Additional Motor Pool Site in Montpelier

Motor Pool vehicles are now available to pick up and return at the FMS Office, located in the Green Mountain Power building at 7 Green Mountain Drive in Montpelier. This additional site provides Fleet customer parking, easy access to I-89, and a convenient after-hours key return box.

You may select this location as your first or second choice rental location on our motor pool reservation request form: http://bgs.vermont.gov/business_services/fleet/reservationform.

Did you know?

- Using a Fleet motor pool car instead of a personal vehicle can save the State up to 29% in travel costs.
Motor pool rate is as low as \$0.40 per mile; Employee mileage reimbursement rate is currently \$0.565 per mile.
- The State paid \$4,356,793 in reimbursed miles during FY 2012.
- Using our Trip Calculator will help determine the most economical travel option.
<http://bgs.vermont.gov/sites/bgs/files/docs/BGS-Fleet-Trip-Calculator.xls>
- Departments with high travel needs and that are interested to discuss leasing an assigned vehicle or administering an FMS motor pool site at their location, please call FMS at (802) 828-3821.

Mail:

7 Green Mountain Drive, Ste 2
Montpelier, VT 05620-4502

Phone: 828-3821

Fax: 828-3886

Fleet Management Services Contacts

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Michael Obuchowski, Commissioner

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Do you have questions you would like Fleet Management to answer in the next newsletter? If so, send your questions to the following email address and indicate that it is a Newsletter question:

fleet.services@state.vt.us

Fleet Website: http://bgs.vermont.gov/business_services/fleet

TIME SENSITIVE - Expiring WEX Fuel Cards

WEX (formerly Wright Express) fuel cards for F-plate vehicles are expiring on June 30, 2013. New fuel cards have been distributed to the Business Manager or vehicle leasing contact person within your department. If you have not received a replacement card, please contact Angela Willcocks at (802) 828-3821.

Vehicle Fuel Card Assignments

Fleet Management Services provides a WEX fuel card with each Fleet lease and motor pool vehicle. The fuel card is assigned to one vehicle for the purpose of tracking and reporting fuel activity specific to that vehicle. For easy identification, the vehicle license plate number is printed on the card face.

SWAPPING FUEL CARDS to refuel other vehicles or equipment, even for "emergency" circumstances, is NOT ALLOWED. It is imperative that fuel cards are used for fueling ONLY the vehicle to which it is assigned.

When a card is stolen, lost or not working, please contact Fleet Management Services for a replacement card. During the interim, you must use an alternate payment method.

CORRECT ODOMETER READING - Accuracy is essential when entering the odometer reading at the fuel pump. The odometer you enter at the point-of-sale allows us to forecast vehicle maintenance, monitor and report vehicle fuel economy, and ensure proper fuel card use.

Cleaning Vehicles

It is the responsibility of the leasing department to initiate vehicle cleaning, and we want to help. It is recommended that each vehicle be cleaned at least once a month. You may:

- Take the vehicle to a vendor who accepts the Wright Express fuel card for payment or is willing to record the vehicle plate number, obtain driver's signature, and direct bill FMS; or
- Schedule a weekend cleaning at the Montpelier FMS motor pool site by contacting the FMS office at (802) 828-3821.

Fleet Management Services maintains a listing of approved carwash vendors. Please call if you are unsure if a vendor is on the list. We are happy to add new vendors willing to participate.

Fuel Price Mapping

Find the latest published fuel prices by location at www.vt.wexfuelmap.com. It's simple! Enter your location, travel radius and fuel type. View the results, with access to maps and directions for most GPS enabled mobile devices.

Annual Physical Inventory

It's that time, again! Our staff will be conducting a physical inventory of all Fleet Management Services lease and motor pool vehicles.

During this inventory, we will be documenting the condition of the vehicle, checking fluid levels, tire pressure and adjusting when needed.

We will leave a notice in the vehicle confirming our visit and will reach out to you with any questions or concerns. As always, if you have a concern or question about a fleet vehicle, especially related to its mechanical condition or operation, please call (802) 828-3821 or contact your assigned Fleet Service Technician.

Vehicle Accidents and/or Damage

Call 911 or emergency personnel immediately if you are involved in an accident that results in bodily injury or significant property damage.

Report the accident as soon as possible to the Office of Risk Management at (802) 828-2899, your supervisor, agency or department head, and BGS Fleet Management Services at (802) 828-3821.

For minor accidents or incidents without bodily harm but, which cause damage to a Fleet vehicle, please contact Penny Touchette, Fleet Management Services, at (802) 828-3670 as soon as possible.

Feedback

We want your compliments, concerns and suggestions! Please contact us by email or by calling us directly at:

Fleet Management Services

Fleet.services@state.vt.us

(802) 828-3821

You may also contact Harmony Wilder, Fleet Manager, by email at Harmony.Wilder@state.vt.us or direct call at (802) 828-3718.